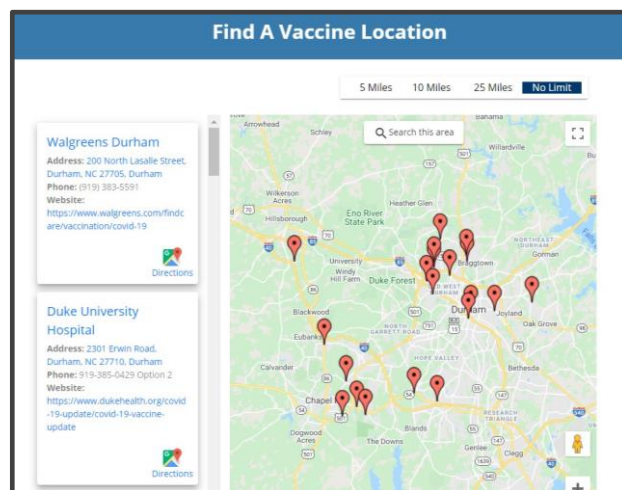


North Carolina Vaccine Site Locator: How to Add, Edit, or Remove Locations

What is the North Carolina 'Find a Vaccine' website (Vaccine Site Locator)?

The North Carolina 'Find a Vaccine Location' website allows people to search for COVID-19 vaccine providers near them and obtain information on how to schedule an appointment and receive the COVID-19 vaccine. It is available at <https://myspot.nc.gov>

All COVID-19 vaccine providers and community COVID-19 vaccine events should list themselves on the Vaccine Site Locator website, unless they are a provider that is only vaccinating their own patients (e.g., a long-term care facility, correctional facility, primary care provider only vaccinating their own patients)



Add, Edit, or Remove Locations that are already in CVMS

- ☐ **Login** to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
- ☐ Go to the **Locations** tab
- ☐ Select a location
- ☐ Click **Edit**
 - ☐ To **Add** a site to the Vaccine Site Locator, check the box that says "Display on Vaccine Site Locator"
 - ☐ To **Remove** a site, uncheck the box that says "Display on Vaccine Site Locator"
 - ☐ **Edit** any information as needed
 - The Phone Number and Website should be the public contact information for where people can schedule an appointment, or learn how to sign up for the waitlist/walk-ins
 - Event Type indicates whether this location is a pop-up event, or long-term community event. If it isn't an event, click "Not Applicable"
 - The site locator displays which vaccine brands (e.g. Pfizer, J&J, Moderna) a location has. Vaccine brands is based on the CVMS inventory for the organization. To change which brands of vaccine a location has, **click the check boxes for the appropriate vaccine brand and then click save**. You will need to remember to change it as your inventory changes.
 - For Short Term Events, you **must** enter vaccine brand manually, or no brand will display.
- ☐ Click **Save**



Your location(s) should always be displayed on the Vaccine Site Locator website if you serve the eligible public, even if you do not have available appointments.

Create a new locations to add to the Vaccine Site Locator

You may want to add a new location to display on the Vaccine Site Locator website (e.g., if you're hosting a pop-up community COVID-19 vaccine event). Note that this does not impact allocations or where doses are shipped.

- ☐ **Login** to the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
- ☐ Go to the **Locations** tab
- ☐ Click **New**
- ☐ Complete the New Location Form:
 - Select an Account (Primary Location)
 - Select an Event Type (select Short-term event for events that will last for less than 3 weeks; select Long-term event for events that will last 3 weeks or longer)
 - Add the Address where you will be vaccinating recipients (this is where they will need to go to receive the COVID-19 vaccine)
 - Add an appointment website and/or phone number
 - Select which vaccine brands (Pfizer, Moderna, J&J) will be available at this location
- ☐ Check the checkbox for **"Display on Vaccine Site Locator"**
- ☐ Click **Save**